

Annex P

Animals in Disaster Plan

I. PURPOSE

In times of disaster, the major focus of response efforts is geared toward the rescue and mitigation of threats to the human population. However, the domesticated animal population should not be overlooked. Livestock are critical to people's livelihoods and pets have sentimental value. Studies have shown that human risk is minimized and public compliance is increased, if appropriate advance steps are taken to evacuate and rescue animals. Shelters for people do not allow animals, for health reasons, with the exception of assistance animals. This Plan discusses the Animal Shelter and Rescue activities in Christian County during an emergency period. This plan will be a Standard Operating Guideline (SOG) document in support of the Christian County Emergency Operations Plan.

The ultimate responsibility for the welfare, sheltering, rescue, and transportation of animals rests with their owners. This plan provides assistance to them.

Wildlife shelter and rescue is not a main focus of this plan. Response will be provided to wild animals in need of assistance, as resources permit. All such responses will be coordinated with the Missouri Department of Conservation.

A. OBJECTIVES

1. Provide for the humane treatment of animals.
2. Respond to and assist with animal control, rescue, or sheltering problems.
3. Remove and/or dispose of injured and dead animals
4. Help protect public safety, as related to animal concerns.
5. Control rabies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In the event of a disaster the Animals in Disaster Plan will provide essential information and instruction to deal with the effects of the disaster.
2. Christian County is susceptible to disasters and has endured several damaging disasters in the past.
3. With Christian County being the fastest growing County in the State of Missouri it is guaranteed that the animal population will also increase rapidly. According to the 2000 Census of Agriculture for the State of Missouri in the County of Christian the following animal population statistics were reported:

Farm Animals

1. Cattle and Calves	48,200
2. Hogs and Pigs	348
3. Sheep	438
4. Chickens	888

Domesticated Animals

1. Dogs	26,452
2. Cats	34,278

*These numbers will increase almost daily with the current population growth in the County.

B. Assumptions

1. Christian County officials will determine the best option to ensure the safety of the public.
2. Christian County officials will advise the public on what procedures to take to ensure the safety and well being of their animals.
3. The County and its municipalities will participate in exercise and drills.
4. The County will also conduct a public awareness program.

III. CONCEPT OF OPERATIONS

A. General

1. The Emergency Management Director will assign an Animal Shelter and Rescue Representative to coordinate animal shelter and rescue operations.
2. Christian County Emergency Operations Plan will follow the Incident Management System (IMS) for all responses. This Plan will follow the IMS as well.
3. In the Christian County Emergency Operations Plan, Care and Shelter is part of the Annex's K and M. The Animal Shelter and Rescue representative therefore reports to and takes direction from the EMA Director in the Christian County Emergency Operations Center (EOC). This does not preclude animal rescue activities from working in conjunction with outside agencies, as approved by the EMA Director.

4. The Animal Shelter and Rescue representative works closely with the Christian County EOC Care and Shelter Unit Leader, to assist in accommodating human shelters with pets.
5. CUSTODIAL CARE PROGRAM
 - a. If available shelters are not adequate, the Custodial Care program may be implemented. This program allows individuals to take sheltered animal(s) home and care for them privately.
 - b. The Animal Coordinator implements the Custodial Care program. Upon implementation, each Animal Shelter Manager becomes a Custodial Care Coordinator, unless he/she designates another Animal Shelter and Rescue responder.
 - c. If appropriate, the Logistics Coordinator may designate a Custodial Care Coordinator for each staging area.
 - d. Each Custodial Care Coordinator has overall responsibility for ensuring that each animal sheltered under this program is assigned an identification tag, that the tag number and animal description is included in the written documentation, and that the Custodial Care form is completed. The Custodial Care Coordinator should ensure that all animals have had their picture taken and, if equipment is available, have been scanned for microchips. The Custodial Care Coordinator will accept as Custodial Care volunteers only those persons who will be able to provide adequate and humane care for the animal(s) to be so sheltered. A valid Missouri Drivers License is required as identification, which shall be checked prior to release of animal(s) to the Custodial Care volunteer.
6. OUTSIDE ASSISTANCE
 - a. During the disaster response and recovery phases, Animal Shelter and Rescue efforts are conducted as part of the Christian County Animals in Disaster Plan. As such, the personnel in the Christian County EOC are in a position to provide support to Animal Shelter and Rescue operations.
 - b. Requests for facilities and/or supplies not available through existing agreements are routed through the EOC. In the event an additional location is needed for a shelter, or more or different equipment is necessary, a request may be made. There will likely be a sizeable delay, even if the request can be filled in county. Therefore, the Planning Coordinator should have as much information as possible to anticipate the needs and make the appropriate requests.
 - c. Mutual aid requests are also made through the EOC. Mutual aid can be defined as outside personnel, who have certain specific needed skills and abilities, who respond to an affected area to assist in the response and recovery effort in that area. In the event that additional personnel are needed, or soon will be needed, for the Animal Shelter and Rescue effort (e.g. veterinarians, animal control officers, etc.) a mutual aid request can be made.

Again, there likely will be a sizeable delay before the available assistance can arrive, so advance planning is beneficial.

7. UNRESCUEABLE ANIMALS

- a. There are occasions where, unfortunately, an animal is not able to be rescued, either because the animal is trapped or too badly injured, or because attempted rescue would put the rescuer at too much risk for his own safety. In circumstances such as these, putting the animal down may be the only humane option. Decisions regarding treatment versus euthanasia should be made by a licensed veterinarian. The primary concern in handling sick, injured, or stray animals should be to alleviate an animal in pain and suffering and to provide normal treatment, if possible, while minimizing injury to human beings and preventing/controlling the spread of zoonotic diseases.

8. DOCUMENTATION AND DISPOSAL OF DEAD ANIMALS

- a. Dead animals found and disposed of by municipal and other services are usually not identified or otherwise noted before disposal. All pet animals found dead, by any agency assisting the Christian County Animal Coordinator in the removal and/or disposal of deceased animals should be brought to an animal shelter or staging area for identification prior to disposal. Alternately, a field log of animal description and location must be kept. Use of a camera would be helpful while scanning for microchips is essential, provided appropriate equipment is available. All deceased livestock animals should be logged with description, including brands or other identifying marks, and location of impound. Identification of dead animals by their owners may not be possible in every case. However, if animals are disposed of without an attempt being made, this problem will be much worse.

B. Action to be taken by Operating Time Frames

1. Mitigation

- a. Recruit and train personnel to assist in this plan.
- b. Identify suitable shelters to house affected animals.
- c. Monitor listing of potential shelters; including their locations, capacity, contact phone numbers, emergency phone numbers, etc.
- d. Develop/maintain a list of potential sources of supplies, i.e., pet food, medical supplies, etc.
- e. Participate in tests, exercises, and drills.

2. Preparedness

- a. Christian County EMA will be responsible to obtain shelter agreements from potential shelters within the county and surrounding area.

- b. Christian County EMA and CCHD will promote a program to have every domestic animal within the county collared with their name, owner information, owner's phone number, and rabies vaccine information.

3. Emergency Response

- a. The Animal Shelter and Rescue response is comprised of Animal Services staff, available volunteers with animal health knowledge, and any mutual aid responders. Each of the positions discussed below will be filled in every response effort performed under this plan. Figure 1 (page 1) shows the command structure for all positions. Depending on the size of the disaster and available personnel, the actual number of personnel performing these functions may vary; as appropriate, a person may perform more than one function. For example, all the Coordinator positions may be filled by one individual.
- b. A Department Operations Center (DOC) will be established within the EOC. Should this location need to change, an alternate location will be selected in consultation with the EMA Director. Reliable communications between the DOC and the EMA Director must be established and maintained.

4. Recovery

- a. As soon as the situation is deemed safe the recovery response should start. This phase consists of reuniting the animals with their owners and notifying animal owners of the death of their animals.
- b. Aside from preserving lives of the animals, the major focus of the Animal Shelter and Rescue efforts is to reunite animals with their owners. To this end pictures should be taken of all animals sheltered, for the purpose of display to the public. Efforts should be taken to display these pictures in a forum that will allow owners to make an initial identification without the need to travel to the shelter.
- c. Once an owner has initially identified an animal and has traveled to the shelter to confirm the identity, the animal may be released to the owner. Release procedures include the completion of the Animal Summary Release Form, including the name and contact information of the person claiming the animal. This information will be beneficial in the event follow up contact is necessary. Release of animals will only be done upon presentation of proper identification and satisfactory claim of ownership. Such requirements are necessary to prevent acquisition of animals by other than the rightful owners or owner's agents. If equipment is available, onsite micro chipping should be encouraged to help in the future.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. As a general rule, any of the below positions may be filled by personnel from Private Animal Services, mutual aid responders, or volunteers provided they have the appropriate skill, background, or expertise. The two exceptions, Animal Coordinator and Finance Coordinator, are filled as discussed below.

1. **Animal Coordinator**

An Animal Coordinator will be appointed by the Emergency Management Director. The Animal Coordinator coordinates all the Animal Shelter and Rescue disaster efforts. Generally, the Animal Coordinator is the liaison to the Christian County EOC. In the rare and unusual event that circumstances warrant the Coordinator to be in a location other than the EOC, the Coordinator will appoint a liaison to the EOC, with whom he/she will keep in close contact. Liaison duties include periodic and timely reports to the Logistics Section Chief. Operations

2. **Operations Coordinator**

The Operations Coordinator is appointed by the Animal Coordinator. Taking direction from the Animal Coordinator, this position directs field rescue operations and oversees the Human Shelter Liaison. Typically, the Operations Coordinator is located at the DOC, but may be elsewhere if circumstances warrant. Regardless, reliable communications must be maintained with the Animal Coordinator and the EOC.

3. **Rescue Team Leader**

The Rescue Team Leader is appointed by the Operations Coordinator, if not previously assigned, and leads and directs a single team of personnel who respond to the disaster location to perform rescue efforts. Multiple teams may be required, with each team led by a Rescue Team Leader.

Rescue Teams operate under the following conditions:

- Safety of the response personnel is of the highest priority.
- No Team will have less than two people.
- No member of a Team will enter a hazard area without appropriate backup personnel and equipment.
- Span of control will be maintained. If necessary, Assistant Rescue Team Leader(s) will be designated. The Leader receives direction from the Operations Coordinator regarding response locations and other animal-related issues. The Leader is responsible for providing timely reports to the Operations Coordinator, including arrival at and departure from the scene.

If an Incident Commander (IC) has been established at the scene, upon arrival the Leader will report to and take direction from, the IC. The IC has responsibility for management of the scene and has authority to direct all operations to best mitigate the disaster at the scene.

If more than one Rescue Team responds to an area under the control of the same Incident Commander, a representative will be selected by the Team Leaders.

This representative will be the contact to the IC for the Rescue Teams. Normally, this representative will not perform actual rescue activities.

The Rescue Team Leader also serves as the Safety Officer for his/ her team. The Leader has the authority and responsibility to require modification and/or suspension of animal rescue efforts to protect, primarily, the safety of the rescuers, and secondarily, the safety of the animals being rescued.

4. Human Shelter Liaison

The Human Shelter Liaison is appointed by the Operations Coordinator. The Liaison operates at a Red Cross or other shelter designed to house people. He or she takes animals brought to the human shelter and enters them into the Animal Shelter and Rescue system. As appropriate, animals accepted by the Liaison will either be temporarily housed in a staging area or immediately transported to an animal shelter. An Animal Rescue Team may be requested to respond to the human shelter to pick up the animal. If circumstances warrant, the Liaison may have a staff and appoint Assistant(s), as needed, to maintain span of control.

5. Planning Coordinator

The Planning Coordinator is the Animal Coordinator or his/her designee. The Planning Coordinator collects, evaluates, and disseminates information regarding Animal Shelter and Rescue activities. This information is then used to forecast, as best as possible, future needs and concerns.

The Planning Coordinator, Animal Coordinator, and liaison to the Christian County EOC will work together to develop an action plan for Animal Shelter and Rescue activities for the next operational period. This plan is developed in conjunction with, and as a support to, the overall action plan developed for the entire Operational Area response effort.

6. Logistics Coordinator

The Logistics Coordinator is appointed by the Animal Coordinator. Taking direction from the Animal Coordinator, this position oversees animal shelter operations and Animal Shelter and Rescue personnel staffing issues. Typically, the Logistics Coordinator is located at the DOC, but may be elsewhere if circumstances warrant. Regardless, reliable communications must be maintained with the Animal Coordinator and the EOC.

7. Animal Shelter Manager

The Animal Shelter Manager is appointed by the Logistics Coordinator and oversees all operations at a given animal shelter. This includes supervising shelter workers. In the event of a large number of personnel, the Manager shall appoint Assistant Managers to maintain span of control.

The Animal Shelter Manager has overall responsibility to see that each animal admitted to the shelter is assigned an identification tag and that the tag number and animal description are included in the written documentation. All animals should have their picture taken and be scanned for microchips upon admission, if equipment is available.

The Animal Shelter Manager reports to the Logistics Coordinator on a periodic and timely basis regarding the status of the shelter and ability to continue to admit animals. This includes requests for supplies and equipment as needed.

The Animal Shelter Manager also serves as the Safety Officer for his shelter. He has the authority and responsibility to require modification and/or suspension of animal shelter efforts to protect, primarily, the safety of the shelter workers, and secondarily, the safety of the animals being sheltered.

8. Personnel Manager

The Personnel Manager is usually designated before the disaster occurs, by the Animal Coordinator. If no such designee is available, the position is filled by the Animal Coordinator or his/her designee.

Taking direction from the Logistics Coordinator, this position oversees the Animal Shelter and Rescue personnel, whether they are staff, volunteers, or mutual aid responders. The Personnel Manager schedules staffing for shifts and locations, ensures that volunteers have completed the proper forms, and tracks on-duty hours for payroll and other purposes.

The Personnel Manager will be responsible for lining up grief therapists or other mental health professionals as needed for Animal Shelter and Rescue personnel.

9. Finance Coordinator.

The Finance Coordinator is usually designated before the disaster occurs, by the head of the Animal Services Section of the Christian County EMA. If no such designee is available, the position is filled by the Animal Coordinator or his/her designee. The Finance Coordinator **MUST** be an employee of Christian County working for Animal Services, the County Auditor/Controller or other appropriate County Department. He or she may be a member of the Finance Section and an employee of Christian County, if appropriate.

Taking direction from the Animal Coordinator, this position tracks all financial aspects of the Animal Shelter and Rescue efforts. This includes payroll, purchases, compensation claims, and other costs.

10. Facilities

Selection of sites for staging areas, near the hazard area, should be done by the EMA Director, or representative, in consultation with the Incident Commander. Selection of sites for staging areas near human shelters should be done by the Human Shelter Liaison in consultation with the manager of the human shelter.

11. Shelters

An animal shelter should be located at a facility that can handle animals on a long-term basis, in humane conditions. It should have the ability for communications with the EMA Director and, ideally, with the Animal Coordinator as well. There should be sufficient parking to accommodate workers and animal owners. Primary and secondary animal shelter locations should be established.

12. Public Information Officer

The Public Information Officer (PIO) has the task of communicating with the public about the disaster situation. All news releases for Operational Area disaster operations, including those of Animal Shelter and Rescue, go through the PIO in order to reduce conflicting information and the resultant confusion of the public. The PIO is also the point of contact for media inquiries about County disaster operations. Because of the specialized nature of Animal Shelter and Rescue operations, the liaison to the EOC should be prepared to assist the PIO in responding to animal related inquiries.

V. DIRECTION AND CONTROL

- A. A disaster of potential disaster that generates a requirement for protecting people and animals from a harmful environment will activate the EOC.
- B. Situation analysis, planning, policy making, coordination, and ultimate direction and control for drought operations will be carried out from the EOC.

VI. ADMINISTRATION AND LOGISTICS

- A. Procurement of necessary supplies will be accomplished through normal acquisition channels and coordinated with Resource and Supply when necessary.
- B. Christian County EMA will be responsible for keeping a copy of this plan in the EOC at all times.
- C. Christian County EMA will also be responsible for updating this plan on a yearly basis.

APPENDIES

- Appendix 1 **Small Animal Intake Form:** Record entry of small animals into the shelter.
- Appendix 2 **Activity Log**
- Appendix 3 **Large Animal Intake Form:** Record entry of large animals into the shelter
- Appendix 4 **Animal Release Summary Sheet:** Must be completed before release of any animal from a shelter. It is important to have a record of who claimed which animals.
- Appendix 5 **Lost Animal Form:** Used to help match stray animals in the shelter with their owners.
- Appendix 6 **Animal Rescue Request Form:** To report an animal known to be in need of assistance
- Appendix 7 **Custodial Care Form:** Tracks animals sheltered under the Custodial Care program, in the event this program is activated.
- Appendix 8 **Checklist for Animal Coordinator**
- Appendix 9 **Checklist for Operations Coordinator**
- Appendix 10 **Checklist for Rescue Liaison**
- Appendix 11 **Checklist for Human Shelter Liaison**
- Appendix 12 **Checklist for Planning Coordinator**
- Appendix 13 **Checklist for Logistics Coordinator**
- Appendix 14 **Checklist for Animal Shelter Manager**
- Appendix 15 **Checklist for Personnel Manager**
- Appendix 16 **Checklist for Finance Coordinator**

Appendix 1 Small Animal Intake Form

Date Arrived _____ Shelter Animal ID # _____
Date Discharged _____ Assigned Location _____ Photo ID# _____
Name _____ Phone _____
Permanent Address _____
Temporary Address _____
Emergency Contact _____
Veterinarian / Vet Hospital and Phone _____
If animal submitted by a Good Samaritan:
Where was animal found? _____

Do you wish to adopt the animal, if the owner is not found? ☐ Yes ☐ No

ANIMAL IDENTIFICATION

Species _____ Name _____ Age _____
Breed _____ Size: ☐ Toy ☐ Small ☐ Medium ☐ Large ☐ Giant
Coat Color _____ Coat Length: ☐ Short ☐ Medium ☐ Long
Microchip .Yes .No / Other ID# _____ Sex: ☐ M ☐ M(neutered) ☐ F ☐ F(spayed)
To aid in animal identification, initial here __ so we may microchip this animal, if not already done.

MEDICAL

Rabies Vaccine? ☐ Yes ☐ No **Tag #** _____ **County issued** _____

Other Vaccines (indicate date given):

Canine: _____ DHLPP (5 in 1) _____ Bordetella (kennel cough) _____ Coronavirus

Feline: _____ FVRCP (3 in 1) _____ FeLV

Other Species: _____

Any medical problems? .No .Yes _____

Taking medications? ☐ No ☐ Yes _____ Owner provided? ☐ No ☐ Yes

Special diet? ☐ No ☐ Yes _____ Owner provided? ☐ No ☐ Yes

HABITS AND TRAITS (mark all that apply)

☐ fence jumper ☐ digger ☐ scratcher ☐ submissive ☐ housebroken ☐ highly excitable ☐ biter ☐ shy

☐ leash broken ☐ barker/vocal ☐ de-clawed ☐ obedience trained ☐ other _____

Aggressive toward ☐ men ☐ women ☐ children ☐ other animals ☐ none ☐ unknown

To the best of my knowledge, the above described animal ☐ HAS or ☐ HAS NOT bitten anyone
within the last fourteen (14) days, or ☐ *that information is UNKNOWN to me.*

Due to the declared emergency, I am requesting authorized agents of Christian County to board my animal listed above and agree to all of the following:

- 1) I understand that my animal may be exposed to diseases and other risks while being housed at the shelter or other facilities, and therefore I will not hold the authorized agents responsible for the health or death of my animal.
- 2) I am responsible for any emergency expenses incurred during treatment of my animal.
- 3) I agree to attempt to find alternate housing for my animal as soon as possible.
- 4) I agree to contact Christian County Emergency Management on a daily basis to keep the county updated on my whereabouts and possible alternate housing.
- 5) I understand that this boarding agreement is temporary and I agree to make arrangements to claim my animal within five working days of the close of the Animal Disaster Shelter.
- 6) I understand that I will be subject to boarding fees starting the sixth working day after the close of the Animal Disaster Shelter.

Owner/Agent Signature _____ Date _____

Accepted by (staff) _____ Date _____

Appendix 2
Activity Log

Shelter Animal ID# _____

Make an entry for every action taken for each animal.

This includes medications or other care given, transfer of the animal to another shelter, etc.

Date	Time	Individual ID	Action	Initials

Appendix 3
Large Animal Intake Form

Date Arrived _____ Page ____ of ____
Date Discharged _____ Shelter Herd Letter Code _____
Assigned Location _____ Shelter Herd Paint Color _____

Name _____ Phone _____

Permanent Address _____

Temporary Address _____

Emergency Contact _____

Veterinarian / Vet Hospital and Phone _____

If animal submitted by a Good Samaritan:

Rescue Location _____

Species: ☐ Cattle ☐ Sheep ☐ Swine ☐ Horse ☐ Goats ☐ Other _____

Individual Animal Identification

	ID (Brand/tattoo/etc.)	Description	Age	Sex	Breed	Individual Animal ID#
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____

Known medical problems for any of the above 15? ☐ No ☐ Yes _____

Due to the declared emergency, I am requesting authorized agents of Christian County to board my animals listed above and agree to all of the following:

- 1) I understand that my animals may be exposed to diseases and other risks while being housed at the shelter or other facilities, and therefore I will not hold the authorized agents responsible for the health or death of my animals.
- 2) I am responsible for any emergency expenses incurred during treatment of my animals.
- 3) I agree to attempt to find alternate housing for my animals as soon as possible.
- 4) I agree to contact Christian County Emergency Management Animal Services, on a daily basis to keep the county updated on my whereabouts and possible alternate housing.
- 5) I understand that this boarding agreement is temporary and I agree to make arrangements to claim my animals within five working days of the close of the Animal Disaster Shelter.
- 6) I understand that I will be subject to boarding fees starting the sixth working day after the close of the Animal Disaster Shelter.

Owner/Agent Signature _____ Date _____

Accepted by (staff) _____ Date _____

Appendix 4 Animal Release Summary Sheet

	Species	Description	Shelter Animal ID#
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

I hereby acknowledge I am the owner (or owner's authorized agent) of the animals described above, that I have taken custody of the animals, and that I am responsible for their transport and care. I also acknowledge that I have received the animals in satisfactory condition.

I hereby release this facility, all Animal Shelter and Rescue personnel, and all other agencies / personnel associated with these animals' care from responsibility and liability.

I have been advised that the premises to which I am returning the animals should be thoroughly checked for damage (fences down, holes, hot spots, chemicals, and any other animal-endangering conditions), and that any metal fencing should be washed, before returning the animals to the premises.

Owner / Agent Signature _____ Date _____

Contact information

☐ Same as shown on intake form

Name _____

Address _____

Phone _____

Photo Identification Type and Number _____

Proof of Ownership: ☐ License tag ☐ Microchip ☐ Copy of intake form _____

Released by (staff) _____ Date _____

Appendix 5 Lost Animal Form

Date Found _____ Intake Shelter Animal ID# _____

Today's Date _____ Date Lost _____

Owner _____ Phone _____

Permanent Address _____

Temporary Address _____

Emergency Contact _____

Veterinarian / Vet Hospital and Phone _____

Where was animal lost (include cross street and city)? _____

ANIMAL IDENTIFICATION

Species _____ Name _____ Age _____

Breed _____ Size: ☐Toy ☐Small ☐Medium ☐Large ☐Giant

Coat Color _____ Coat Length: ☐ Short ☐ Medium ☐ Long

Microchip .Yes .No / Other ID# _____ Sex: ☐M ☐ M(neutered) ☐F ☐ F(spayed)

To aid in animal identification, initial here _____ so we may microchip this animal, if found and chipping is not already done.

Detailed description _____

Is a photo attached? ☐Yes ☐No

MEDICAL

Rabies Vaccine? ☐Yes ☐No Tag # _____ County issued _____

Other Vaccines (indicate date given):

Canine: _____ DHLPP (5 in 1) _____ Bordetella (kennel cough) _____ Coronavirus

Feline: _____ FVRCP (3 in 1) _____ FeLV

Other Species: _____

Any medical problems? ☐No ☐Yes _____

Taking medications? ☐No ☐Yes _____

Special diet? ☐No ☐Yes _____

Aggressive toward ☐men ☐women ☐children ☐other animal's ☐none ☐unknown

To the best of my knowledge, the above described animal ☐ HAS or ☐HAS NOT bitten anyone within the last fourteen (14) days, or ☐ that information is UNKNOWN to me.

In the event my animal is found and due to the declared emergency, I am requesting authorized agents of Christian County to board my animals listed above and agree to all of the following:

- 1) I understand that my animal may be exposed to diseases and other risks while being housed at the shelter or other facilities, and therefore I will not hold the authorized agents responsible for the health or death of my animal.
- 2) I am responsible for any emergency expenses incurred during treatment of my animal.
- 3) I agree to attempt to find alternate housing for my animal as soon as possible.
- 4) I agree to contact Christian County Emergency Management, Animal Services, on a daily basis to keep the county updated on my whereabouts and possible alternate housing.
- 5) I understand that this boarding agreement is temporary and I agree to make arrangements to claim my animal within five working days of the close of the Animal Disaster Shelter.
- 6) I understand that I will be subject to boarding fees starting the sixth working day after the close of the Animal Disaster Shelter.

Owner/Agent Signature _____ Date _____

Accepted by (staff) _____ Date _____

Appendix 6 Animal Rescue Request Form

Date Sighted _____ Time Sighted _____

Location of animal or sighting (address, cross streets, landmarks, etc.) _____

Animal Species _____ Breed _____ Sex: ☐ M ☐ M(neutered) ☐ F ☐ F(spayed)

Color and distinctive markings _____

Did the animal appear to be injured or in immediate danger? _____

Name of requesting party _____

Agency or owner (if different from above) _____

Address / City _____

Phone (work) _____ Phone (home) _____

Temporary address _____

Is there a key available? . Yes . No Location _____

If necessary, is keyless entry authorized? ☐ Yes ☐ No

Aggressive toward ☐ men ☐ women ☐ children ☐ other animal's ☐ none ☐ unknown

To the best of my knowledge, the above described animal ☐ HAS or ☐ HAS NOT bitten anyone within the last fourteen (14) days, or ☐ *that information is UNKNOWN to me.*

Signature of person completing form _____ Date _____

Rescue Use Only

Request received: Date _____ Time _____

Action taken _____

Emergency medical treatment provided to animal _____

Treatment given by (name) _____ Phone _____

☐ Rescue Team Member ☐ Veterinarian ☐ Other _____

Animal taken to _____ Intake Shelter Animal ID# _____

Address / City _____

Name and agency of person completing this report _____

Appendix 7 Custodial Care Form

Custodian _____
Mailing Address _____
City _____ Zip _____
Physical Address _____
Phone _____ Driver's License _____

Description of kennel, paddock, cage, or other custodial shelter: _____

CUSTODIAL ANIMALS

1. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? ☐ No ☐ Yes _____
Taking medications? ☐ No ☐ Yes _____
Special diet? ☐ No ☐ Yes _____
Aggressive toward ☐ men ☐ women ☐ children ☐ other animals ☐ none ☐ unknown
If known: Owner _____ Phone _____

2. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? ☐ No ☐ Yes _____
Taking medications? ☐ No ☐ Yes _____
Special diet? ☐ No ☐ Yes _____
Aggressive toward ☐ men ☐ women ☐ children ☐ other animals ☐ none ☐ unknown
If known: Owner _____ Phone _____

3. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? ☐ No ☐ Yes _____
Taking medications? ☐ No ☐ Yes _____
Special diet? ☐ No ☐ Yes _____
Aggressive toward ☐ men ☐ women ☐ children ☐ other animals ☐ none ☐ unknown
If known: Owner _____ Phone _____

4. Species _____ Shelter ID# _____
Breed _____ Coat color _____
Any medical problems? ☐ No ☐ Yes _____
Taking medications? ☐ No ☐ Yes _____
Special diet? ☐ No ☐ Yes _____
Aggressive toward ☐ men ☐ women ☐ children ☐ other animals ☐ none ☐ unknown
If known: Owner _____ Phone _____

As the custodian of the above animals, I acknowledge the following:

***All care will be in accordance with Christian County Emergency Management, Animal Services Section policies.**

***I am responsible for all costs of medical care provided to the animals in my custody EXCEPT in life-threatening situations (as indicated by the attending veterinarian) or as pre-approved by the Animal Coordinator or his/her designee.**

Custodian Signature _____ Date _____

Checklist for Animal Coordinator

There is no set order to these checklist items.

Started/Completed**Notes****Before an Emergency**

- ☐ ☐ Identify organizations that will manage/host shelters.
- ☐ ☐ Make sure arrangements exist for 24-hour access to buildings at shelter locations.
- ☐ ☐ Coordinate with the Department of Employment and Social Services and the American Red Cross to develop procedures for dealing with people who bring pets to human shelters.
- ☐ ☐ Identify sources of shelter supplies (including food and water).

During an Emergency

- ☐ ☐ Respond to the Operational Area EOC, if activated.
- ☐ ☐ While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Appoint personnel as needed.
- ☐ ☐ Oversee Animal Shelter and Rescue activities.
- ☐ ☐ Coordinate with the EOC Logistics Section Chief to identify locations and priorities of Animal Shelter and Rescue activities.
- ☐ ☐ Maintain communications with the Operations Coordinator and the Logistics Coordinator.

After an Emergency

- ☐ ☐ Identify, and forward, paperwork that properly goes to the EOC Logistics Section Chief.
- ☐ ☐ Keep all other paperwork pertaining to Animal Shelter and Rescue activities, for the appropriate and/or required length of time following the emergency. Started/Completed Notes
- ☐ ☐ Oversee transfer of unclaimed animals from emergency shelters to day-to-day Animal Services custody.
- ☐ ☐ File after-action report with the California Veterinary Medical Association Disaster Preparedness Center.

Appendix 9

Checklist for Operations Coordinator

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Report to Animal Services headquarters, or other location as assigned by the Animal Coordinator.
- ☐ ☐ Once at the location, identify yourself such that you can quickly be identified as to your position.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Maintain communications with the Animal Coordinator.
- ☐ ☐ Coordinate as necessary with the Logistics Coordinator.
- ☐ ☐ Oversee all animal rescue activities.
- ☐ ☐ Oversee all Human Shelter Liaison operations.

Appendix 10

Checklist for Rescue Liaison

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Direct all activities of the Rescue Team.
- ☐ ☐ Act as Safety Officer for the members of the Rescue Team.
- ☐ ☐ Maintain communications with the Operations Coordinator.
- ☐ ☐ Coordinate on-scene activities with the Incident Commander, if applicable.

Appendix 11

Checklist for Human Shelter Liaison

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Direct all activities of the Human Shelter Liaison Unit.
- ☐ ☐ Act as Safety Officer for the Human Shelter Liaison Unit.
- ☐ ☐ Maintain communications with the Operations Coordinator.
- ☐ ☐ Coordinate on-site activities with the Shelter Manager or Incident Commander, as appropriate.

Appendix 12

Checklist for Planning Coordinator

There is no set order to these checklist items.

Started/Completed

Notes

Before an Emergency

- ☐ ☐ Work with the Animal Coordinator to circulate disaster planning information.
- ☐ ☐ Work with the Animal Coordinator to coordinate re-sources that will be needed during an emergency.

During an Emergency

- ☐ ☐ Collect and evaluate information regarding Animal Shelter and Rescue activities.
- ☐ ☐ Forecast, as best possible, future needs and abilities of Animal Shelter and Rescue personnel.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Work with the Animal Coordinator (and liaison to EOC, as appropriate) to develop the animal Action Plan.
- ☐ ☐ Work through the liaison to the EOC to request needed supplies and/or mutual aid.

After an Emergency

- ☐ ☐ Work with the Animal Coordinator to write thank you's or otherwise acknowledge the contributions of personnel who assisted the Animal Shelter and Rescue effort.
- ☐ ☐ Work with the Animal Coordinator to prepare and submit after-action reports.
- ☐ ☐ Work with the Animal Coordinator to re-evaluate needs for future emergencies.

Appendix 13

Checklist for Logistics Coordinator

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Report to Animal Services headquarters, or other location as assigned by the Animal Coordinator.
- ☐ ☐ Once at the location, identify yourself so that you can be identified as to your position.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Maintain communications with the Animal Coordinator .
- ☐ ☐ Coordinate as necessary with the Operations Coordinator.
- ☐ ☐ Oversee all animal shelter activities.
- ☐ ☐ Oversee Personnel Manager activities.

Appendix 14

Checklist for Animal Shelter Manager

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Oversee all operations at a given shelter.
- ☐ ☐ Ensure appropriate kenneling for each animal being sheltered.
- ☐ ☐ Ensure adequate and appropriate food and water.
- ☐ ☐ Ensure a Shelter ID tag is affixed to each animal upon intake into the shelter.
- ☐ ☐ Ensure an Animal Registration Form is completed for each animal upon intake into shelter.
- ☐ ☐ Ensure the animal is recorded in the animal log book when a transfer is made.
- ☐ ☐ Ensure an Animal Release Form is completed before release of an animal.
- ☐ ☐ Act as Safety Officer for all Animal Shelter and Rescue personnel at the shelter.

After an Emergency

- ☐ ☐ Forward all paperwork pertaining to Animal Shelter and Rescue activities to the Animal Coordinator.
- ☐ ☐ Work with Animal Coordinator to transfer unclaimed animals from emergency shelters to day-to-day Animal Services custody.

Appendix 15

Checklist for Personnel Manager

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Oversee all personnel issues for Animal Shelter and Rescue activities.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Maintain records of who works which shifts in which positions.
- ☐ ☐ Maintain registration forms of all volunteers.
- ☐ ☐ Work with the Planning Coordinator to identify need to request mutual aid personnel.
- ☐ ☐ Coordinate feeding for all Animal Shelter and Rescue personnel.
- ☐ ☐ Coordinate lodging for non-local Animal Shelter and Rescue personnel.
- ☐ ☐ Maintain contact with the Logistics Coordinator.
- ☐ ☐ Work with the Finance Coordinator as required.
- ☐ ☐ Arrange grief therapist availability as needed for personnel..
- ☐ ☐ Coordinate evaluation of volunteers to assess ability to continue responding.

After an Emergency

- ☐ ☐ Forward all appropriate paperwork to the Finance Coordinator.
- ☐ ☐ Forward all other paperwork pertaining to Animal Shelter and Rescue activities to the Animal Coordinator.

Appendix 16

Checklist for Finance Coordinator

There is no set order to these checklist items.

Started/Completed

Notes

During an Emergency

- ☐ ☐ Oversee all financial aspects of the Animal Shelter and Rescue activities.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Respond to location assigned by the Animal Coordinator.
- ☐ ☐ Once at the location, identify yourself such that you can quickly be identified as to your position.
- ☐ ☐ Maintain contact with the Animal Coordinator.
- ☐ ☐ Maintain financial records for Animal Shelter and Rescue activities.
- ☐ ☐ Work with the Finance Section Chief and Finance Section staff of the Christian County EOC, as appropriate.

After an Emergency

- ☐ ☐ Ensure worker's compensation claims continue to be monitored and appropriately handled. If appropriate, this activity may be performed by the Claims Unit Leader of the EOC Finance Section.
- ☐ ☐ Forward all paperwork pertaining to Animal Shelter and Rescue activities to the Animal Coordinator.